

PUBLIC SERVICE COMMISSION

Utility Information

Water Utility:

Reporting Year:

Notes & Instructions:

1. Fill out the above information
2. Fill out the monthly water loss report each month
3. The "Summary" tab yields a summary of your utility's monthly and annual water loss
4. Use the "Water Loss Reduction Plan" worksheet for ideas to help control unaccounted-for water loss
5. On the monthly reporting worksheets:
Line 13 + Line 21 + Line 28 MUST EQUAL Line 4. If the message "*See calculator below*" appears in Line 33, a water loss percentage cannot be calculated because the values entered in Lines 13, 21, & 28 DO NOT add up to the value in Line 4. Please, check the values that were entered.
6. SAVE YOUR WORK: After entering data, be sure to save it by clicking on the *File* menu, then *Save*

PUBLIC SERVICE COMMISSION

Monthly Water Loss Report

Water Utility:

For the Month of: Year:

LINE #	ITEM	GALLONS (Omit 000's)
1	WATER PRODUCED, PURCHASED & DISTRIBUTED	
2	Water Produced	
3	Water Purchased	
4	TOTAL PRODUCED AND PURCHASED	0
5		
6	WATER SALES	
7	Residential	
8	Commercial	
9	Industrial	
10	Bulk Loading Stations	
11	Resale	
12	Other Sales	
13	TOTAL WATER SALES	0
14		
15	OTHER WATER USED	
16	Utility and/or Water Treatment Plant	
17	Wastewater Plant	
18	System Flushing	
19	Fire Department	
20	Other	
21	TOTAL OTHER WATER USED	0
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23	WATER LOSS	
24	Tank Overflows	
25	Line Breaks	
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28	TOTAL LINE LOSS	0
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30	Note: Line 13 + Line 21 + Line 28 Must Equal Line 4	
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32	WATER LOSS PERCENTAGE	
33	Unaccounted-For Water (Line 28 divided by Line 4)	

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Monthly Water Loss Report

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Year:

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For the Month of:

September

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Annual Water Loss Summary

Water Utility:

For the Year:

MONTH	WATER LOSS %
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
TOTAL ANNUAL WATER LOSS %	

The highest water loss was and occurred in the month of:

The lowest water loss was and occurred in the month of:

LEGEND

Water Loss is less than 15%
Water Loss is between 15% - 30%
Water Loss is greater than 30%

PUBLIC SERVICE COMMISSION

Water Loss Reduction Plan

- 1 Proactive meter reading, testing, and replacement program**
- 2 Proactive leak detection program**
- 3 Proactive infrastructure replacement program**
- 4 Telemetry/SCADA**
- 5 Before 'U' Dig (B.U.D.) Program and reimbursement mechanism for avoidable disruptions**
- 6 Adequate number of staff with proper training**
- 7 Proper system hydraulics, including, but not limited to, transient design and pressure regulation**
- 8 Valve program (Locate and Exercise)**
- 9 Water theft control, including illegal taps**
- 10 Fire department water-use reporting to utility**
- 11 Record keeping**

PUBLIC SERVICE COMMISSION

COMMONWEALTH OF KENTUCKY PUBLIC SERVICE COMMISSION

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